Position Title: President and Chief Executive Officer

Term of Office: May 1 to April 30

Supervisor: MSU Membership through the Student Representative Assembly

Remuneration: Refer to MSU OPERATING POLICY 2.6 – EXECUTIVE REMUNERATION

Hours of Work: 40 hours per week

General Scope of Duties
The President is ultimately responsible and accountable to the membership of the MSU with respect to the day-to-day administration of the McMaster Students Union. The MSU president shall undertake activities, events, and initiatives aimed at improving the student experience. The President should meaningfully engage with the student population and gather its opinions and concerns through various outreach measures. As chief spokesperson for the MSU, s/he is ultimately responsible for ensuring the MSU maintains a positive profile in representing its membership within the McMaster community, the general public, and to local, municipal, provincial, and national federal governments. To that end, the President shall work with the Vice President (Education) on academic and external issues, initiatives, and campaigns of the Ontario Undergraduate Student Alliance (OUSA) as well as other forms of academic and external lobbying.

Major Duties and Responsibilities

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<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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<tbody>
<tr>
<td>Supervisory Function</td>
<td>35%</td>
<td>The President directly supervises the following paid employees:</td>
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<td>Full-Time Employees:</td>
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<td>General Manager (with other BoD members)</td>
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<td>Ombudsperson (with the University President)</td>
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<td>Part-Time Managers:</td>
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<td>Teaching Awards Coordinator</td>
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<td>MAC Bread Bin Coordinator(s)</td>
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<td></td>
<td></td>
<td>Participation in mid-year evaluations of full-time staff with BoD and General Manager</td>
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<td>Discipline of part-time staff at the Executive Board level and full-time staff at the Board of Directors level</td>
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- Participate in the annual part-time manager hiring as a Board of Director representative on hiring committees.
- Directly supervise the General Manager in conjunction with the Board of Directors, giving the General Manager direction regarding operational and staff issues.
- Make decisions regarding full-time staff salaries, merit increases, bonuses, and benefits in conjunction with the Vice Presidents (Administration, Finance, and Education), in consultation with the General Manager.
- Interpreting, upholding, and revising the Full Time Employment Policy, in conjunction with the Vice Presidents (Administration, Finance, and Education) Board of Directors, in consultation with the General Manager.
- Participation in hiring of full-time employees when positions become vacant.
- Participation on the Full-Time Employment Issues Committee.
- Coordinate the meetings and activities of the Student Academic Council (SAC) in conjunction with the Vice President (Education).

**Financial & Budgeting Function**

- Responsible for monitoring and expending budget lines relevant to his/her initiatives (e.g. expense account).
- Signing authority for the Corporations (MSU & CFMU Inc.).
- Input on changes to budget lines relevant to his/her initiatives.

**Communications Function**

- Develop a Year Plan for presentation to the SRA.
- Verbal and written reports to the SRA to report on the President's activities.
- Periodic verbal and written reports to the SRA to report on activities.
- Interactions with various members of the University community including (but not limited to): President, Provost, VP (Administration), AVP (Student Affairs), AVP (Academic), AVP (Finance), Director of Public Relations, Executive Director of University Advancement, Managers of Student Affairs Departments.

The President is a voting member of the following MSU committees and boards:

- MSU Inc. Board of Directors (Chairperson)
- CFMU 93.3 Inc. Board of Directors (Chairperson)
- Executive Board (Chairperson)
- Student Services Advisory Committee (Co-Chairperson)
- University Centre McMaster University Student Centre Board of Management
- Student Academic Council (Chairperson)
- MSU Maroons Society
- Student Representative Assembly
- Student Administrative Consultation Committee (Co-Chairperson)
The President serves as an ex-officio member of all MSU standing committees.

Interactions with various members of the University community including, but not limited to:
- President
- Vice President (Administration)
- Provost and Vice-President (Academic)
- Vice Provost (Teaching & Learning)
- Associate Vice-President (Students & Learning) & Dean of Students
- Vice Provost (Equity & Inclusion)
- Director of Public Relations
- Ombuds
- McMaster Association of Part-Time Students
- McMaster Graduate Students Association
- McMaster University Faculty Association
- McMaster Academic Divisions Student Societies

The President represents the MSU on a number of university committees, including (but not limited to):
- President’s Advisory Committee on Community Relations (PACCR)
- President’s Committee on Athletics & Recreation (PCAR)
- President’s Advisory Committee on Building an Inclusive Community (PACBIC) (Co-Chairperson)

The President has “observer” status at McMaster’s Board of Governors and Senate, and as such shall attend these meetings and speak on behalf of the MSU.

The President shall be responsible for representing the concerns of the MSU to provincial, and federal governments in collaboration with the Vice President (Education) by meeting regularly with:
- Members of Parliament
- Members of Provincial Parliament
- Members of City Council
- Ministry of Advanced Education and Skills Development
- Critics responsible for Post-Secondary Education (PSE)

Meeting annually with local councilors, MPPs, the Minister of Training, Colleges and Universities, Opposition Critics responsible for Post-Secondary Education (PSE) and their associates

Working with OUSA as necessary

Work with MSU lawyers as necessary.

The President shall work with the Student Life Development Coordinator to maintain and increase local, provincial, and federal awareness of the MSU and its view.
The President shall familiarize themselves with and liaise with the following organizations with the McMaster community:
- The Inter Residence Council
- The Graduate Students Association
- McMaster Association of Part Time Students
- McMaster University Faculty Association
- McMaster University Staff Association
- McMaster University Alumni Association

The President must ensure that they are visible at various events during the year, including (but not limited to) Welcome Week, Homecoming, and sports events.

Prepare for submission to the SRA a detailed year plan (summer) and a year-end report (March).

Prepare for submission to the SRA, an Annual Vision Document.

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<tr>
<th>Advertising &amp; Promotions Function</th>
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<td>The President shall call and coordinate annually at least one General Assembly meeting of the MSU</td>
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<tr>
<th>Other</th>
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<tr>
<td>Provide transition for incoming President from February to April</td>
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### Knowledge, Skills and Abilities

- Knowledge of MSU internal operations
- Knowledge of the working structure of McMaster University
- Excellent organizational and time management skills
- Excellent public relations skills, diplomacy required
- Lobbying skills
- Ability to work effectively and efficiently under pressure
- Management skills: ability to work well with others, written and oral communication skills, delegation, conflict resolution, decision-making and patience
- Strategic Planning skills: ability to identify problem areas; to develop and implement strategies for change
- Ability to administer and develop human resource procedures: hiring, training, discipline, employee evaluation
- Public Relations skills: Ability to deal with various forms of media (TV, Radio, Newspapers & Magazines)

### Effort & Responsibility

- Mentally exhausting at times
- Responsible for reviewing, recommending, and approving the Preliminary budget, Annual Budget, and Budget Review through the Executive Board and the SRA
- Accountability as signing authority for corporation (e.g. cheques, legal documents)
- Effort required to exercise judgment in discipline situations
- Accountability with regards to MSU Policy decisions
- Responsible for representing the MSU to the public

### Working Conditions

- Self-directed position; flexibility in determining own hours
- Time demands exceed 40 hours per week
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges.
- Exposure to a diverse range of people and experiences
High amount of unexpected work and time demands
Potential for high levels of stress and anxiety; possible burn out

Training and Experience
- Previous SRA and Executive Board experience an asset
- Previous experience with university governance an asset
- Previous experience with Provincial/Federal governance an asset
- Previous experience with student lobbying organizations an asset
- Expressed interest in student life development and political representation

Equipment
- Personal computer
- Meridian Telephone system with voicemail
- Photocopier
- Fax machine
- Word processor, spreadsheets, Internet web browsers, presentation software (e.g. Power Point)